



6. Technical Assistance on Mangrove Planting

Those who wish to conduct mangrove planting can seek the technical assistance of PG-ENRO, which includes identification of planting site and schedule.

Office or Division:	Office of the Provincial Government - Environment and Natural Resources Officer /Forest Management Section
Classification:	Simple
Type of Transaction:	G2G = Government to Government / G2C = Government to Citizen / G2B = Government to Business entity
Who may avail:	ALL

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request letter addressed to: EnP. RAPHAEL C. DE LEON OIC - PG-ENRO Capitol, Balanga City, Bataan (1 copy. If request is made thru e-mail [pgenro@bataan.gov.ph], contact details must be provided.)		Client		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits or sends request letter	1.1 Receives and logs request letter (if walk-in) / Sends acknowledgement, prints and logs request letter (if e-mail)	None	5 minutes (walk-in) / 10 minutes (e-mail)	<i>Administrative Assistant I</i> Forest Management Section
	1.2 Attaches tracking slip and endorses request letter to Department Head	None	2 minutes	<i>Administrative Assistant I</i> Forest Management Section
	1.3 Reviews and approves request 1.3a If approved, proceed to step 2. 1.3b If disapproved, inform client of the reason why the request cannot be accommodated	None	5 minutes	Department Head
2. Responds to queries and agrees on a schedule and area of mangrove planting	2.1 Checks tide calendar and coordinates with partner LGUs and POs	None	4 hours	<i>Community Development Assistant I</i> Forest Management Section
	2.2 Asks details of planting activity and proposes available planting site/s and schedule/s	None	4 hours	<i>Community Development Assistant I</i> Forest Management Section
3. Submits documentation of planting	3. Receives documentation	None	5 minutes	<i>Community Development Assistant I</i> Forest Management Section
TOTAL for Walk-in Request		None	8 hours, 17 minutes	
TOTAL for Email Request		None	8 hours, minutes	